STRATEGIC ELEMENTS ADMINISTRATION

This tool gives administrators the ability to modify, edit, add or remove strategic elements that are used throughout the ACMS application. Strategic elements are used to track spending within ledgers.

To edit a strategic element:

Step 1

<Click> the Type dropdown box to select a strategic elements category.

Step 2a

<click> New Strategic Element to create a New Strategic Element for that assigned category

To edit an existing strategic element:

Step 2b

<click> The edit icon to make changes to the selected strategic element.

CREATING A NEW STRATEGIC ELEMENT

When creating a new strategic element, be sure the Strategic Element Type is correct for the element you are creating.

Step3

Name: Enter the name for the strategic element
*This is a required field

Begin Fiscal Year: Enter the beginning fiscal year that this element will be active for.
*This is a required field

End Fiscal Year: Enter the last fiscal year that this element will be active for within ACMS.
*This is a required field

Status: Set the status to active to enable the element through

Description: Enter in a description for this Strategic Element

<click save> to save your strategic element and return to the previous screen or **<click cancel>** to discard your information and return to the previous screen.